

Emma Baumgardner

Email: emmakb@vt.edu

Education:

Virginia Tech, Blacksburg, VA
Master of Arts, Communication

May 2021

University of Mary Washington, Fredericksburg, VA
Bachelor of Arts, Communication and Digital Studies

May 2019

Experience:

Graduate Teaching Assistant

Virginia Tech

August 2019 - Present

- Lead Public Speaking lectures to classes of 40 undergraduate students six times a week
- Advise students during office hours to improve both speech delivery and organization skills
- Grade and give constructive feedback on both speeches and class assignments
- Spring 2020 – taught exclusively online due to COVID-19

Director of Programming

University of Mary Washington

August 2018 - May 2019

- Scheduled tour dates and times for all volunteer tour guides
- Facilitated interviews and training sessions for new and perspective tour guides
- Created promotional materials to aid in recruitment efforts

Tour Guide

University of Mary Washington

Spring 2016 - Spring 2019

- Lead daily and weekend tours for perspective and incoming students
- Performed clerical duties in the Admissions office, including the utilization of online software, filing mail, and answering phones
- Helped with the implementation of admitted student days and open houses

Orientation Leader/Peer Mentor

University of Mary Washington

Spring 2017 - Spring 2018

- Facilitated the transition process for incoming first year and transfer students
- Partnered with professors to plan wellness, academic, and social events for first-year students

Activities:

Secretary and Member of The Lambda Pi Eta Communication Honor Society

Spring 2018 - Spring 2019

- Created promotional materials and ran social media for the UMW chapter as well as taking meeting minutes

Chair of Big Events, Campus Programming Board

Spring 2017 - Spring 2018

- Planned six large events for the student body throughout the academic year
- Worked with food and equipment vendors to receive quotes and reserve equipment
- Managed a budget specific to our cabinet as well as leading meetings and coordinating volunteers

Skills:

- Basic knowledge of the Adobe Suite, HTML, CSS and Python programs
- Proficient in Canva, the Microsoft Suite and Google Programs